

**BY ORDER OF THE COMMANDER
DOVER AIR FORCE BASE**

**DOVER AIR FORCE BASE
INSTRUCTION 24-302**



24 OCTOBER 2011

Transportation

**GENERAL SERVICES ADMINISTRATION
(GSA) VEHICLE ACCIDENT AND ABUSE
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 436 LRS/CC
(Lieutenant Colonel Sean K. Tyler)

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This instruction establishes procedures and responsibilities for General Services Administration vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander (CC). This instruction supersedes DAFBI 24-101, Vehicle Accident and Abuse Program, 5 July 2006, and runs in accordance with (IAW) Air Force Instruction (AFI) 23-302, Vehicle Management, 29 October 2007. This instruction is applicable to all persons operating GSA vehicles or equipment that are assigned to the 436th Airlift Wing (AW). This DAFBI is applicable to all organizations on Dover Air Force Base that are assigned General Services Administration leased vehicles. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

1. Policies.

1.1. The 436th Logistics Readiness Squadron (LRS) Commander establishes local reporting procedures for vehicle and/or equipment abuse and accidents. Organizations utilizing GSA vehicles are responsible for any and all costs associated with government owned, leased, and

rental vehicle abuse and/or accident damages. See **Attachments 2, 3, and 4** for accident/abuse process flow.

1.2. The Vehicle Management Flight, 436 LRS/LGRV, implements and administers the 436th Airlift Wing's vehicle accident and abuse programs and policies.

1.2.1. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Note: Vehicle accidents resulting from a collision with a moving or fixed object will be handled based on the results of the police report.

1.2.2. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. Cases of incidents may also include damage resulting from normal use for the vehicle's intended purpose (e.g., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents. **Note:** Wind damage to a vehicle door may not be considered an act of nature.

1.3. The using organization is the responsible agency (e.g., U-Drive-It vehicles from Vehicle Operations or a loaned vehicle from another organization).

2. GSA Accident/Abuse Reporting and Procedures:

2.1. The Responsible Organization's Squadron (SQ) CC will:

2.1.1. Appoint, in writing, unit Vehicle Control Officers (VCOs).

2.1.2. Ensure Accident/Abuse/Incident procedures are followed by assigned personnel. **Note:** Once VCOs are appointed, they will receive required training by 436 LRS Vehicle Management and Analysis (LGRVA) so that they can accurately fulfill their VCO duties.

2.1.3. Ensure approval procedures are in place to allocate unit funds for accident/abuse/incident repairs for assigned GSA vehicles and or equipment. Unit CCs are required to establish policy regarding the approval procedures of the unit's finances.

2.1.4. Ensure SQ Resource Advisors (RAs) and VCOs receive GSA Speed Pay training, conducted by 436 LRS/LGRVA for required training.

2.2. When an accident/abuse/incident occurs, the vehicle operator will ensure the vehicle is not a safety hazard. Once the scene is safe, the accident/abuse/incident will be immediately reported to the following agencies/personnel so that they can report to the scene: Security Forces (SF), Wing Safety (AW/SE), and the using organization's VCO.

2.3. After being released from the SF investigation, the operator will document an accurate picture of the accident/abuse/incident on the SF Form 91, *Motor Vehicle Accident Report*, and witnesses will accomplish the SF Form 94, *Statement of Witness*.

2.4. The Responsible Organization's VCO will:

2.4.1. Ensure the SF Form 91 is processed after the vehicle operator completes the form.

2.4.2. Contact 436 LRS/LGRVA to determine if pictures are required for the case file.

2.4.3. Obtain vendor quote(s) for vehicle/equipment that has been damaged. Three quotes are required if the initial quote received is above \$2,500.00.

2.4.4. Fax the completed SF Form 91 and quote(s) to the GSA Accident Control Center.

2.4.5. Take the GSA approved vendor quote to their organization's RA.

2.5. The Responsible Organization's RA will:

2.5.1. Verify funds are available and receive approval from the unit CC to allocate funds. Unit CCs are required to establish policy regarding the approval procedures of the unit's finances.

2.5.2. Ensure the vendor's final bill is received from the VCO.

2.5.3. Accomplish all financial transactions required to fulfill their obligation in GSA Speed Pay.

2.5.3.1. If the unit operates on Transportation Working Capital Fund (TWCF) funding, the unit RA will contact the 436 LRS/Resource Advisor (LGLOR) to accomplish all financial transactions.

2.5.3.2. For TWCF organizations, unit RAs and 436 LRS/LGLOR will ensure Finance certifies the Miscellaneous Obligation Reimbursement Document (MORD) for reimbursements.

2.6. The 436 LRS/LGLOR will:

2.6.1. Process the SF Form 1080, *Voucher For Transfers Between Appropriations and/or Funds*, to collect funds from certified MORD for each responsible TWCF organization.

2.6.2. Track all reimbursements to ensure they are posted by the Defense Finance and Accounting Service (DFAS).

MARK D. CAMERER, Colonel, USAF
Commander, 436th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-302, *Vehicle Management*, 29 October 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

SF Form 91, *Motor Vehicle Accident Report*, 1 February 1993

SF Form 94, *Statement of Witness*, February 1983

SF Form 1080, *Voucher for Transfers Between Appropriations and/or Funds*, 4 June 2008

Abbreviations

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CC—Commander

DAFBI—Dover Air Force Base Instruction

DFAS—Defense Finance And Accounting Service

IAW—In Accordance With

LGLOR—Resource Advisor (436 LRS)

LGRV—Vehicle Management

LGRVA—Vehicle Management and Analysis

LRS—Logistics Readiness Squadron

MORD—Miscellaneous Obligation Reimbursement Document

OPR—Office of Primary Responsibility

RA—Resource Advisor

SE—Safety

SF—Security Forces

SQ—Squadron

TWCF—Transportation Working Capital Fund

USAF—United States Air Force

VCO—Vehicle Control Officer

Terms

Responsible Organization— An organization is the responsible organization when vehicle accident or abuse damage is caused by personnel assigned to the organization. The responsible organization may not necessarily be the owning organization. For example, an organization using vehicles owned by another organization is responsible for accident or abuse damage caused by personnel assigned to the unit.

U—Drive-It Vehicle — A limited number of passenger and cargo vehicles available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short term (normally limited to 72 hrs) use.

Vehicle Abuse— An act or omission that results in damage caused by neglect or willful acts of improper operation or care that cannot be attributable to fair wear and tear. When accident repairs are required as a result of collision, in some instances, damage can be categorized as vehicle abuse or incident. Usually, damage not attributable to fair wear and tear or accidents is characterized abuse.

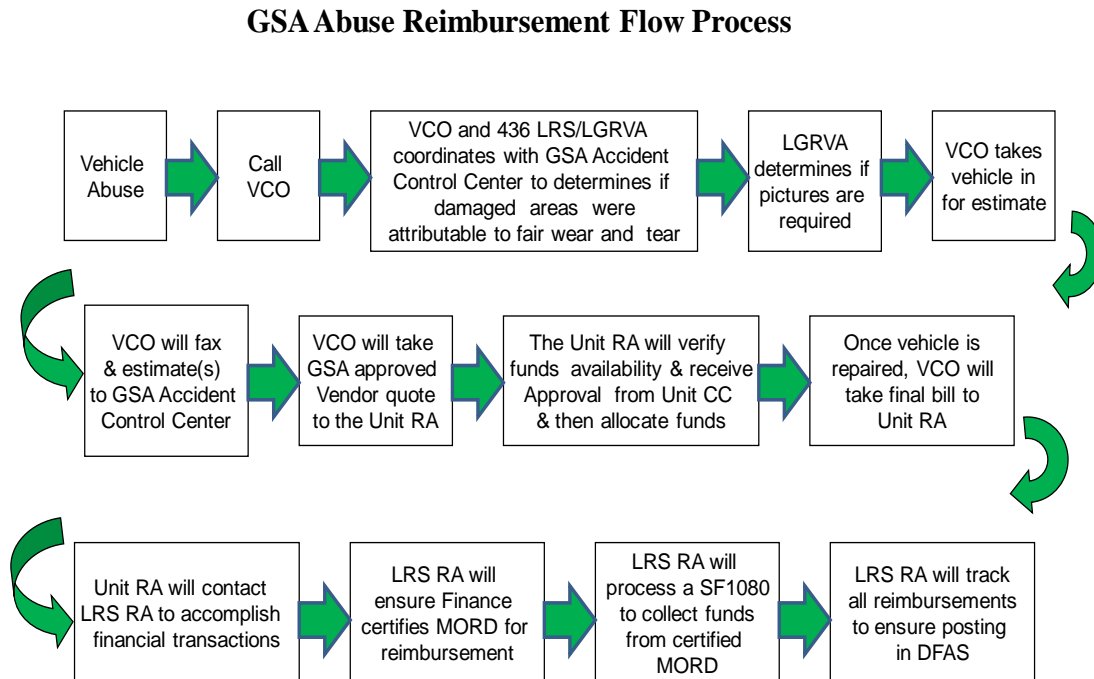
Vehicle Accident— Any incident where a GOV/E strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure or animal where action by any vehicle operator involved could have prevented the outcome.

Vehicle Incident— Any situation where a GOV/E sustains damage where the actions of any vehicle operator involved could not have prevented the outcome (i.e., act of nature).

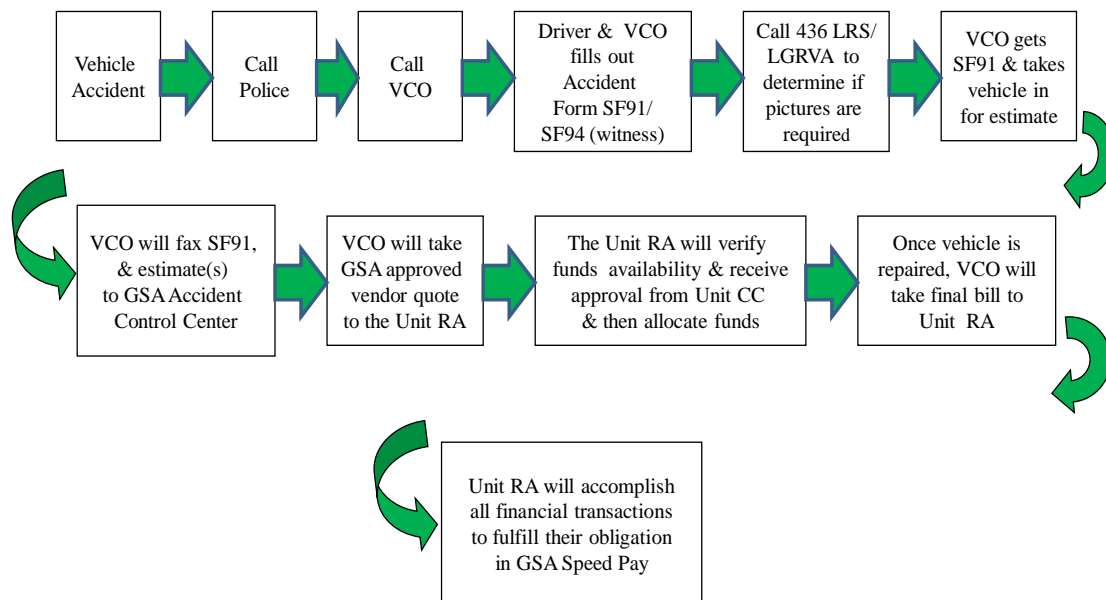
Attachment 2

EXAMPLE OF GSA ABUSE/ACCIDENT REIMBURSEMENT FLOW PROCESS

Figure A2.1. Example of GSA Abuse/Accident Reimbursement Flow Process.



Attachment 3

**EXAMPLE OF GSA ACCIDENT/INCIDENT O&M REIMBURSEMENT
FLOW PROCESS****Figure A3.1. Example of GSA Accident/Incident O&M Reimbursement Flow Process.****GSA Accident O&M Reimbursement Flow Process**

Attachment 4

**EXAMPLE OF GSA ACCIDENT/INCIDENT TWCF REIMBURSEMENT
FLOW PROCESS****Figure A4.1. Example of GSA Accident/Incident TWCF Reimbursement Flow Process.**